

COATS FOUNDATION TRUST

Privacy Notice

At the Coats Foundation Trust, we are committed to ensuring that your privacy is protected and the personal data we hold about you is handled appropriately. The information we hold about you is treated as confidential and is held and processed in accordance with current legislation. This Privacy Notice explains the kinds of data we hold, why we hold it, what we do with it, and your rights in respect of your data. Please read it carefully.

By applying to the Coats Foundation Trust for funding or otherwise providing information to us, you agree to our privacy practices as set out in this Privacy Notice. We may change this Privacy Notice from time to time. You should check this policy frequently to ensure you are aware of the most recent version.

This policy was last updated in May 2018.

If you have any questions regarding this Privacy Notice or about our privacy practices, please contact us at pensions.services@coats.com or by writing to us at the relevant address set out below in 'Contact Us' and marking your query for the attention of the Data Protection Champion.

Who are we?

We are a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

For the purposes of that legislation, the data controller is The Coats Trustee Company Limited (company number 00582974) of 1 The Square, Stockley Park, Uxbridge, Middlesex, UB11 1TD, acting in its capacity as the trustee of the Coats Foundation Trust.

Why do we need to use personal data?

Your personal information will only be used to process your application and make decisions about whether funding will be awarded.

What personal data do we use?

We collect personal information from you when you apply to us for funding. This may include your name, title, contact details (e.g. address, phone number or email), and financial details.

You may also choose to share information in what are called 'special categories' of your personal data. This is information that data protection legislation says must be treated with extra safeguards given its sensitivity.

The 'special category' of your personal data that we may hold is information about your health, or the health of a relative, including any medical conditions you choose to share with us. This special category of personal data will only be processed for the purpose of establishing eligibility for an award.

How do we collect your personal data?

When you interact with us directly: when you make an application for funds from the Coats Foundation Trust we receive and process personal information.

When you interact with us through third parties: when you ask us to obtain information via a third party such as a reference in support of your application.

Who might we share your information with?

We only share your personal data with third parties with whom you have put us into contact such as referees in support of your application, and the Trust auditors and accountants.

What legal basis do we have for processing your personal data?

Under data protection legislation, we can only use your personal data if we have a lawful basis for doing so. The lawful basis under which we process your information is:

Consent: we will only use your personal data if you consent to us processing it. Whilst we are relying on your consent to process your data, you are free to withdraw this at any time, and;

Legitimate interest: where processing is necessary for the purpose of our legitimate interest where you have provided us with your personal data and we retain this to administer the Trust, to review and to keep an internal record of the awards we have made in previous years. Please however see below regarding your rights and our retention policy.

What rights to do you have in respect of your personal data?

You have a number of rights, which are set out in more detail below.

If you wish to raise a complaint in relation to our processing of your personal data, you can contact us using the details set out below in the 'Contact Us' section. If you are not satisfied with our response or believe that we are not processing your personal data in accordance with the law you have the right to lodge a complaint with the data protection regulator, the Information Commissioner's Office, if you have concerns about how we use your personal information. You can contact the Information Commissioner's Office at: <https://ico.org.uk/global/contact-us/>.

Your rights may include:

- transparency over how we use your data and to make a subject access request (right of access);
- a right to have your personal data updated and corrected (right of correction/rectification);
- a right to ask us to delete your information (right to be forgotten);
- a right to ask us to stop processing your information (right to restriction);
- a right to object to processing based on our legitimate interests (right to object);
- a right ask for a copy of your information, or have this sent to a third party (right to data portability); and
- a right to withdraw your consent for us to use your personal information (right to withdraw);

If you have any queries about any of these rights, please contact us using the details set out below in the 'Contact Us' section. If you would like to find out more about your rights, you can visit the Information Commissioner's Office website:

(<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr>).

How long will we keep your personal data for?

We currently retain your personal data for 10 years to allow for the effective administration of the Trust. We will take reasonable steps to ensure your personal data is adequately protected and processed in accordance with this Privacy Notice.

All information you provide to us is stored on our secure servers.

Communication by email and via our website

For ease of use and compatibility, our email communications (other than payments where applicable) will not be sent in an encrypted form unless you require it and provide the certification to enable us to communicate with you in that way. E-mail, unless encrypted, is not a fully secure means of communication. Whilst we endeavour to keep our systems and communications protected against viruses and other harmful effects we cannot bear responsibility for all communications being virus-free.

Our website may, from time to time, contain links to other sites. If you follow a link to any of these websites, please note that these websites have their own privacy notices and that we do not accept any responsibility or liability for these websites. Please check the privacy notices before you submit any personal data to these websites.

Cookies

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve the website. For detailed information on the cookies we use and the purposes for which we use them see our [Cookies Policy](#).

Contact Us

If you have a query or any concerns in relation to how we use your personal data, or would like to exercise any of the your rights, please contact our Data Protection Champion by writing to pensions.services@coats.com or Coats Pensions Office, Cornerstone, 107 West Regent Street, Glasgow, G2 2BA

Privacy Notice review

We regularly review this privacy notice. If you think we've got something wrong or missed something out, or you would like more information, please let us know at the above address.

Further Information

For further information on data protection, please either contact us directly or refer to the ICO's website <https://ico.org.uk>

PLEASE READ THIS PRIVACY NOTICE IN CONJUNCTION WITH OUR WEBSITE'S COOKIES POLICY AND TERMS AND CONDITIONS, BOTH OF WHICH CAN BE FOUND IN OUR [LEGAL](#) SECTION.